



***Les enfants, notre raison;
l'éducation, notre passion!***

PARENT/COMMUNITY HANDBOOK

2010-2011 School Year



Saint Paul Public Schools

***Putting Schools at the Heart of the
Community***

L'Etoile du Nord French Immersion School...

A Rationale...A Responsibility...A Reality!

Imagine...

*A Saint Paul Public School with a global perspective,

*An exciting/rigorous curriculum,

*Strong math and science programs,

*Gifted/talented/enrichment opportunities,

*An active Site Council/parent group,

*Committed teachers and administration.

* The right place to be!

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Welcome!! Bienvenue!!!

Happy Reading!

Foreword from Dr. Lawson, Principal

September, 2010

Dear Families,

Bienvenue!! Welcome to the 2010/11 school year! We are very excited to serve you and your child(ren) again this year, and are very much looking forward to yet another very productive year with you. This year, just like any other year, we strive to make LNFI one of the best schools that there is, not only in the immersion world, but all over the country. We are definitely on track for that with our national recognition for excellence in education by the Blue Ribbon Award! Thank you for supporting us throughout the years!!

In line with the district's goal this year, *Putting Schools at the Heart of the Community*, LNFI will continue to seek the best possible ways to meet each child's educational needs, doing what works despite resource limitations to help each student become successful and ready for the next grade level.

Please note that this handbook is developed as a means of sharing valuable information about our school, policies, procedures, rules, and our educational program. We believe that the information contained herein will acquaint you with the curriculum as well as other pieces of information that will help you to better understand school/district's policies and procedures. *It is the responsibility of every family to read and understand the policies and procedures that are given in this handbook, and to abide by them.*

This handbook will be updated each year, so let us know what is useful, and/or what was left out of the booklet. This is our ninth issue, and your comments and suggestions are always welcome. Please feel free to contact us if you have any questions, concerns, or need clarification. *Have a productive school year!*

Respectfully Yours,

Fatima Tanni Lawson, Ph.D.

AFFIRMATION:

As a learning community, we affirm the following:

That learning is a celebration of life.

- Strong problem-solving and critical thinking skills enable students to contribute effectively as responsible, productive members of a global society.
- Learning experiences increase awareness of and appreciation for the diverse society in which we live.

That all students thrive in a strong school community.

- Fierté, ouverture d'esprit, responsabilité, compassion, et respect are our essential core values.
- Diversity in our school community enriches learning.
- Each member of our school community shares in the responsibility for maintaining a safe, secure environment in which every individual is respected by all.
- Students, staff, families, community and business partners contribute to and share responsibility for the success of our learners.

French Immersion Preamble

Our School ~ What is special about us...

Thank you for joining our learning community. L'Etoile du Nord French Immersion School (LNFI) is part of the Saint Paul Public Schools, which provides the curriculum, bus transportation system, and many of the educational opportunities that our students have, as well as the general policies used in the school.

LNFI is an exciting educational choice for students in kindergarten through sixth grade. It began in 1996 as a program within a school, and later developed into a full fledged school in 2002 thanks to a group of committed parents, teachers and administrators. Its curriculum is the same as the Saint Paul Public Schools curriculum, but, *vive la différence!* all core subjects are taught in French!! At L'Etoile du Nord French Immersion School, children hear French throughout the day while studying reading, writing, mathematics, science, etc. English reading and language arts, writers and readers workshop classes are added at the beginning of second grade.

This program attracts many students and teachers from around the world, and in fact, recruits international Interns and teacher trainees to work in the classrooms, resulting in a mixture of nationalities and cultures. Most children enter with little or no experience speaking French. They learn most of their regular school subjects through the second language and most develop near-native fluency in the language by the time they complete the program.

Our Purpose...

Vision:

To prepare life-long learners for success in a multi-lingual, global community.

Mission:

To provide a nurturing, learning environment where French language immersion enhances and infuses the curriculum.

Goals:

To enhance critical thinking skills

To achieve competency in the French Language.

To gain a greater understanding and appreciation for other cultures.

To master the Saint Paul Public Schools Curriculum

To enhance the development of English language arts skills.

Our Enrollment...

LNFI School is designed to meet the needs of all learners, especially those whose first language is not French. The school serves over **550** students in grades K-6 this year. Students enter primarily in kindergarten but occasionally may enter in other grades as well. To enter in other grades other than kindergarten or first grade, students must participate in an intake assessment, and show competency in French commensurate with the grade level that they plan to join. In some rare occasions however, a student may be admitted *with condition*, depending on the individual student's situation.

Because LNFI is a magnet school, it attracts students from all over the Twin-city Metro Area. As a result, the school usually has more students than it can admit especially in the primary grades (Kindergarten – 2nd grades), so students are placed on a waiting list, and as space becomes available, those on the waiting list are called.

Tours of the school are available on a regular basis. To schedule a tour, parents should contact the school secretary at ext. 1001 to schedule a time to visit the school.

Our Administration...

The Saint Paul Public Schools Board of Education, consisting of seven elected officials, is the policy making body for the district. The Superintendent of Schools is appointed by the Board of Education and administers board policies. The Executive Director for Elementary Education upholds the policies and procedures at the regional (area) level, and the principal articulates the policies and facilitates their implementation at the building level.

Board of Education

Elona Street-Stewart, Chair

John Brodrick, Vice Chair

Keith Hardy, Clerk

Jean O' Connell, Treasurer

Anne Carroll, Director

Kazoua Kong-Thao, Director

Vallay Varro, Director

District Administration

Mrs. Valeria Silva
Superintendent of Schools

Mrs. Barbara DeMaster
Assistant Superintendent, Elementary
Education

Whole School Expectation

Respect self, others, and the environment

Listen politely

Follow directions such as:

Completing all assignments,

*No gum chewing in school,

*No hat/scarf wearing in school

No running in the hallways

Greet the adults that you come across and respond when greeted

Walk quietly, especially in the hallways

Strive to do more than the bare minimum

Make every attempt to communicate in French

Come to school on time and prepared to learn

Write only in the appropriate places

Together, we will strive for continued excellence!

** Except with special permission*

Pledge of Allegiance

Pledge of Allegiance now required in schools

A new law passed by the Minnesota Legislature requires all public schools across the state to have their students say the Pledge of Allegiance at least once a week. Taking part is voluntary for individual students and staff. The specifics of how students or staff members opt out of reciting the pledge will be handled by the school on a case-by-case basis.

The laws states that:

1. The Pledge of Allegiance be recited at least once a week.
2. The Pledge of Allegiance be led by individual classroom teachers (or designee) or be recited over a school's intercom system.
3. Any student or teacher may decline to participate in reciting the pledge.

IMPORTANT!

Anyone who does not wish to participate in reciting the Pledge of Allegiance for any reason may choose not to do so, and staff/students must respect another person's right to that choice.

Our school's pledge procedures will meet the requirements of the law as outlined above.

GENERAL INFORMATION

Instructional Hours: 9:15 AM – 3:45 p.m.

*****Early Release Days:** 9:15 AM – 1:45 p.m.

***** note change in times**

Location:

1363 Bush Avenue
Saint Paul, MN 55106

Phone Numbers:

Office Phone: **651-221-1480**

Office Fax: **651-221-1487**

Important Extensions:

Office-----1000 or 1001

Attendance-----9002

Principal-----1004

School Nurse-----1206

Nutrition Services Supervisor-----1222

Media Center-----1116

School Social Worker -----1311

Staff Directory-----411

Web Site: www.frenchimmersion.spps.org

School Colors: Blue, Green, and Yellow (gold)

School Mascot: Loup <<loo>> Wolf

School Song: Une école chaleureuse

School Motto: Les enfants, notre raison...l'éducation,
notre passion!

School Core Values: Fierté, Ouverture d'esprit,
Responsabilité, Compassion, Et respect ! C'est notre
FORCE !!!

School Office Hours

The office is open from **8:15 a.m. to 4:15 p.m.** The office is usually very busy before school starts and just before classes are dismissed. (8:15 – 9:15, and 3:15 – 4:15) If possible, please try to time your inquiries outside of these busy times.

Emergency Phone Numbers...

Please contact the office first by pressing “0” when you hear the Parent Link messaging system. If an office staff member is unavailable to answer your call, you may contact the principal or the secretary by calling the following numbers and leaving a number for them to call you back.

Dr. Lawson-----651-221-1480 Ext. 1004
Mme Kristine Blomgren---651-221-1480 Ext 1001

Attendance

Students are expected to attend school every day except when excused according to Minnesota State Compulsory Attendance Laws. The school **is required to report** excessive absences/tardies to the appropriate agencies. Please make every attempt to schedule medical and other appointments outside of the school day.

Acceptable Reasons for Being Absent

Sickness (Doctor’s verification may be requested after two days)
Doctor/dental appointments
Extreme family emergencies
Religious holidays

Certain types of travel that have pre-approval from school

Unacceptable / Unlawful Reasons for Being Absent

Staying home to baby-sit
Overslept/Truancy
Missed bus/Lack of transportation
Inclement weather (too cold or too hot)
Needed at home
Work in a business, except under a school-sponsored work-study program
Vacation/Travel that does not have prior approval from the school
Lack of required immunization
Please call **221-1480** ext.9002 to report an absence. The office is staffed from **8:15AM**, but a message can be left at any time. Note that e-mails are not effective, and will not be a valid means of reporting a student’s absence. If we do not receive a phone call by 9:00 AM, we will assume that your child is well and in school. Beginning at **10:15 AM**, we will call the homes of any absent child who has not been accounted for by way of a note or a phone call.

District policy states that all children absent from school for illness more than two consecutive days, or for other reasons, must present a written excuse from a parent/guardian and a doctor before being readmitted to class.

GUIDELINES FOR STUDENT TRAVEL

Truancy laws outline acceptable and unlawful excuses for student absences and allow schools to develop policies to determine whether an absence is counted as excused or unexcused. While recognizing that travel can provide many educational opportunities for students, certain criteria must be met for student travels to be counted as excused. Whenever possible, travel should be completed during vacation times to limit the number of instructional days that students miss.

If students will miss school due to travel, please notify the classroom teacher at least 2 weeks in advance and ask for a Student Travel Form. This form must be signed by the classroom teacher and submitted to the office prior to travel for the absence to be acknowledged and possibly counted as an excused absence. Students' academic progress must usually be at an acceptable level for travel to be approved.

Parent Phone Calls

Calls to Students ...

Please try **not to** make any calls to the classroom during the school day. When emergency information needs to be given to your child, contact the school office. If it is an emergency message that needs to be delivered, please state that fact to the office personnel. They will then know how to handle the information in a timely manner.

Calls to the Teachers...

Please refrain from making calls to the teachers, except during their prep time, before or after school. You may either contact the individual teachers for their prep times, or call the office. **You may email the teachers at any time!**

Please allow the teacher at least 5 business days to respond to your e-mail. The students are our top priority during the teaching day.

Calls to the School...

It is not unusual for parents to come during the school day and pick students up for doctor's appointment, travels, etc. In the event that you have to do so, please **do not call the office in advance to send your child down and wait for you**. The office will make every attempt to call the classroom and get your child as soon as possible **when you arrive**. It is much better that way, rather than have your child waiting in the office sometimes for more than half an hour while that child would have been doing something more productive in the classroom. It will also help to send a note to the teacher in the morning, so that the teacher is aware that you will be picking your child up sometime during the school day. We will appreciate your cooperation in this matter.

Student Use of School Telephone

Students need their teachers or office staff's permission to use the phone. There are phones in every classroom and there is a phone available in the school office for student use in case of emergency. Students should not use the telephone in the cafeteria unless given permission by an adult supervisor. Students should also not use cell phones during the school time or on the bus. All emergency notification should go through the school.

Distribution of Materials

Any materials such as flyers, newsletters, brochures, memos, etc. that are meant for circulation to staff, students, and the LNFI community via the school must first be cleared

with the principal or designee. Please be advised that no materials should be put directly into staff's mailboxes without prior approval.

Student Records

Student records are maintained for each student attending school for the purpose of keeping accurate account of the student's educational history and progress. The folder is generally called the cumulative (CUM) folder. These files are kept in the school office, and are open to be viewed by parents at anytime during the school year, and in the presence of the principal or designee upon request. In order to ensure that someone is present during the reading of the CUM folder, it is advisable to call the office and schedule a time to inspect the document. Parents may also request a copy or copies of their child's documents any time during the school year. Please note that the school may charge a fee of about 25 cents for any additional copies that are sent after the first copy. When such a request is made, please allow the office about 10 business days in order to prepare the documents to be sent.

Release of Students during School

Parents/guardians wishing to pick up their children during school hours (for doctor's appointment, etc.) must sign out in the main office.

Students should bring a note from home and present it to the office first thing in the morning. The office will contact the classroom teacher when the parent/guardian comes to pick up the student. A "Student Sign out" form must be completed before the student leaves, and **a reason for leaving must be entered.**

Please be sure to sign students back in when they return during school hours.

Classroom Assignments for Students

Assigning returning students to classrooms for the school year is done at the end of the previous year by the teachers, working in conjunction with the administration. Before the assignment procedure begins, parents/guardians are invited to advise the principal in writing of any concerns they may have regarding the academic, social, emotional and physical needs of their child(ren). These concerns are important, and are taken into consideration whenever necessary. ***Please note that your written notification should be sent to the principal on or before the last day of school. However, requests for specific teachers are not acceptable.*** Also, please be advised that teachers are not in the position to recommend any particular colleague of theirs for your child.

Visits to LNFI during School

The school welcomes parents visiting their child(ren) during the school day. In as much as you can visit at any time, it is advisable to plan your visits around lunch times (specific schedules available from teachers and office) when the student is not engaged in classroom structured activities. More importantly, students seem to enjoy getting visitors in a more relaxed atmosphere. Sharing a meal with their parents and friends makes them feel even more special! However, if you must visit during class, prior notice to the teacher is not only courteous, but will help make the visit more effective. Further, in order to maintain the flow of the classroom, please limit your stay to no longer than **15-20** minutes if possible.

All visitors must report first to the LNFI office and receive a Visitor's Sticker to wear while

they are in the building. If you are a regular visitor/volunteer to LNFI, the school will make your own personal badge, and will be kept in the office. Please note that you do not need to sign in or out for major all school events such as graduation ceremonies, open houses, conferences, etc. For Grandparents' Day, there would be a special sign-in procedure and nametags for all guests.

Classroom "Observations"

It is not uncommon for parents to ask to observe or visit a class for a specific purpose. If you think that such a visit is necessary, please advise the principal in writing at least one week before the intended visit. Please provide your name, the child's name and teacher, and the reason for the observation. The school will make every attempt to accommodate your request while not compromising the ability of the teacher to teach or the students to learn during your observation.

In the case of other outside agents such as graduate students, student teachers, etc. Please ensure that the school receives a letter explaining the nature of the visit and the student's course of study. An abstract of the study will be greatly appreciated in addition to a support letter from the student's college advisor/faculty member. The letter should also be on the college's letter head. The school will also abide by any human subject research requirements/procedures.

LNFI Student Directory

(Compliments of the Parent/Teacher Organization-PTO)

This directory will give names and phone numbers, and sometimes e-mail addresses of the LNFI School

Community who choose to participate. Permission forms will be available in the first student packet. This information will not be given to the general public. In addition to class lists and student/parent names and addresses, it will contain Site Council members and committees as well as the PTO officers' names and other necessary information. The directory is usually made available in October of the school year. Please note that the directory is prepared for use only by LNFI families and staff. **LNFI cannot be held liable for any unauthorized use of the directory by any parties, organizations, or agencies.**

Library/Media Center

Use Before School Hours

The library / media center will be open until 4:00 P.M. on most days. LNFI students may use the media center before school hours (8:30-8:50 AM) for study purposes or computer use to complete class assignments. We are fortunate to have a full time Instructional Media and Technology Assistant this year. Students willing to use the library before school starts must first check with the Library Assistant. Students using the library during these times are expected to be on their best behavior and cooperate with the staff on duty at the time of visit. Please note that pre-approval with a media center staff is necessary before checking out books.

Student Drop-off and Pick-up

*****NOTE:**

PLEASE DROP YOUR CHILD OFF NO EARLIER THAN 8:45 AM (if the student is eating breakfast) OR AT 9:00 AM. PICK YOUR CHILD UP NO LATER THAN 3:55 PM

AFTER SCHOOL! IT IS VERY IMPORTANT THAT PARENTS ADHERE TO THESE RULES!!

Before and After School Care

LNFI is fortunate to have a Discovery Club Center on site. This center is in on the first floor in Rooms 1207 and 1212 respectively. It is a fee-based program, and provides a before and after school care for families willing to sign up. For more information, please contact the coordinator of the center at **651-290-8320**. We hope that you will seize this unique and convenient opportunity to sign up your child for this program if needed! Student safety is our top priority and this service is one of the ways to help ensure the safety of your child before and after school.

Drop Off

Drop off is on Clarence street only. Parents who do not wish to escort their child into the building must remain in their car. Please note that there is also NO PARKING from 7:00 AM to 4:00 PM on the school's side of Clarence Street! Parents are asked to use the Ross Avenue side of the building or upper parking lot on Ross Avenue, if they wish to escort their child to the school door or classroom. The front entrance, (south side) on Bush Avenue is designated as *the BUS DROP OFF AND LOADING ZONE ONLY!*

PARKING ON THE SIDE OF THE NEIGHBORS' HOUSES IS NOT ADVISED AT ALL TIMES!! You may park on the lower lot during bus pickup times. The buses are parked further so that you are not blocked!

Pick Up

Pick will be on Ross Avenue. Students will be waiting in the gym, and parents can use the upper parking lot while picking up their child. There should be no blocking of traffic as a result! **Please Do not park in any designated parking spots!** The same rules apply as for drop off. Parents **are strongly advised** to follow these simple rules for the safety of all children. Parents wishing to visit with

other parents *after* picking up their children should please park on the side of the school on Ross Avenue. School staff supervising dismissals will take extra care to ensure that students are waiting in the designated areas only. Courtesy to other parents and staff is important, so be advised to not park for more than 15 minutes. That way, others will get the opportunity to use the limited parking spots that we have. A reminder that **all children must be picked up by 3:55 P.M when there is staff pick up and/or supervision.**

The supervisor(s) will leave the gymnasium at 4:00 PM. After that time, students will be sent to the office to wait for their parents/guardians.

IF PARENTS/GUARDIANS FAILED TO PICK UP THEIR CHILD BEFORE THE OFFICE CLOSES AT 4:15PM, THE SAINT PAUL POLICE MAY BE CALLED TO HELP LOCATE THE PARENT/GUARDIAN AND TO ENSURE YOUR CHILD'S SAFETY. We will not send them to Discovery Club unless they are signed up to go there!

Walkers will walk with the school patrols and cross the streets under their supervision. Students who wish to walk and are not designated as walkers must bring a note from their parents giving them permission to walk.

NOTE: Any changes regarding transportation at the end of the day **MUST** be done in writing and sent to school in the morning of the change. If you want to send an e-mail, please give your child's teacher up 24 hours notice. In case of an emergency please be sure to call the school **BEFORE** 2:00 PM so that we are sure that the teacher will get the message before the end of the day.

BUSING

School bus transportation is provided for students who reside over one mile from the school, and for students who must cross "hazardous" streets within the attendance area of the school. **Students are not allowed to ride a bus**

other than their assigned route and must board and exit at their assigned stop.

Questions regarding bus routes should be directed to the office. Please provide changes of address in a timely manner because it takes approximately 3-5 days to establish a new bus stop.

LNFI office staff and the district's transportation department work together to establish, change, and monitor LNFI's bus routes. Questions and concerns regarding bus routes and/or discipline should be directed to the office, not to the driver or the Transportation Department. Parents may however contact the Transportation office at **651-696-9600** after school hours to inquire about late buses and other concerns.

Busing To and From School

Each transported student has the right to a safe and enjoyable ride to and from school free from intimidation, threat, or harassment. Good conduct of all students while waiting for the school bus and while traveling to and from school is primary to a safe and enjoyable ride for all students. Students who display unacceptable behavior will be written up by the bus driver, and the administrator will follow the district guidelines in imposing consequences.

Students who are involved in serious or repeated incidents of unacceptable behavior will have their riding privileges suspended or revoked. The district **will not provide alternative transportation** and it becomes the parent/guardian's responsibility to transport his/her child to and from school. Suspension of riding privileges not only applies to transportation to and from school, but also fieldtrips as well as any other activities that involve school transportation.

State Law forbids carrying hazardous items or live organisms on a school bus (i.e. skis, hockey, sticks, skates, fireworks, lighters, laser lights, live pets/animals, etc.). If students need these items for special projects or presentation, they must provide their own transportation. Bus safety training will be provided by the district for ALL students in the fall, whether or not they ride the bus on a regular basis. Look for the "Student Responsibilities" handout in your child's Backpack Packet for a complete listing of unacceptable behaviors and required consequences. These are policies set by the district.

Bus Stop/Riding Procedures

Students must arrive at their assigned stop no later than five minutes before the scheduled arrival of the bus. **They must be visible to the driver. If the child waits in the car, the driver is not obligated to stop.** They need to wait for the bus in a safe and courteous manner. *Safety* means staying out of the street and not playing near traffic. *Courtesy* means being respectful of private property near the bus stop and not pushing and shoving in line. Parents/guardians are responsible for their child's behavior and safety to and from the bus stop, prior to entering and immediately after exiting the bus. **Bus transportation is a privilege extended by the Board of Education. It is not a right.** All students are required to obey the bus conduct rules that are in place to protect the safety and well-being of all students. Failure to observe the rules may result in the loss of bus privileges. Teachers will review bus rules and regulations with their class during the first weeks of school.

An established bus stop may be stopped if a student does not ride the bus after **5 consecutive days**. The bus driver does not have to go to that stop. After 10 consecutive days however, the bus driver will notify the transportation department and that stop will be removed completely from the list. In the event that a child would like to resume riding the bus to and from a cancelled stop, it is the responsibility of the parent/guardian to notify the school secretary at least

two days before the day that the child would resume riding the bus, so that transportation privileges will be restored, and the stop re-established.

Bicycle Policy

Students are allowed to bike or walk to school. The school is still working out details with the MN Bike & Pedestrian Alliance (in cooperation with the Safe Routes program) to install bike racks in our school. However, please be advised that the French Immersion School is NOT responsible for any stolen or damaged bicycles.

Scooters and skateboards

Students may not ride scooters or skateboards to school. Scooters and skateboards are prohibited on school grounds at anytime before or after school.

Lost and Found

The lost and found property box(es) is located on the west entrance of the school by the gymnasium. Smaller items, such as keys and glasses, are kept in a basket in the main office. Largely due to health and safety reasons, Lost and Found items box will be cleaned out every month, and items will be donated to Goodwill. This will be done again at the end of the school year. **Please note that it is the responsibility of the students, parents/guardians to check the box periodically for lost items.** It is advisable to label or mark your child’s clothing, lunch box, or other belongings for easier identification. Although we will do everything possible to ensure a safe and healthy environment, the school is not responsible for any stolen or lost item. If you find an item that your child has lost, please check with the office for clearance before removing it from the building.

Electronics: Walkmans, CD Players, Game boys, Pagers, Cell Phones, MP3 Players, Toy Guns, Game Cards, laser pointers, etc.

The use of the above items during the school day is not permitted. **The “school day” includes the ride to and from school in the bus and school sponsored trips.** Students who violate this policy will have the item confiscated and returned to their parents/guardians at any time, otherwise, the item will be given back to the student at the end of the school year. If a student brings any of these items to school and they are stolen, the **school is not responsible for replacing or recovering the item.** It is also the responsibility of the student to come and retrieve the seized item(s) at the end of the school year, otherwise, the item will be included with lost and found items sent to charities at the end of the year.

Breakfast and Lunch

Breakfast and lunches prepared by the St. Paul Public Schools’ Nutrition Services are available for purchase every day. For your convenience, a monthly menu is sent home with your child.

Food Costs:

Elementary Prices	Prepayment Plan			
	Weeks	1	2	3
Milk (1%, Choc..., Skim) \$0.50	2.50	5.00	7.50	10.00
Full Price Lunch \$1.75	8.75	17.50	26.25	35.00
Full Price Breakfast \$.65	3.25	6.50	9.75	13.00
Reduced Price Lunch \$.40	2.00	4.00	6.00	8.00

Reduced Price Breakfast No cost.....No cost....No cost

Adult Lunch cost	\$ 3.50
Adult Milk cost	\$.50
Adult Breakfast cost	\$ 2.00

(prices are subject to change. Please check with the cafeteria supervisor for additional cost for extra breakfast or lunch)

Families are encouraged to pay for meals at least one week in advance; you may pay further in advance if you wish. Money should be put into an envelope with the child's name in the upper right-hand corner, followed by the teacher's name, room number, and PIN #. **Checks should be made out to St. Paul Public Schools** and should include the student's name, classroom teacher, and PIN number. Each student is given a 4 or 5 digit PIN number for meal purchases. A notice is provided to those students who are nearly out of credit. Parents can get information regarding a child's account balance by calling the school and requesting assistance from the Nutrition Service Supervisor. Account balances from last school year may be carried over to begin the new school year.

If there is a need for free or reduced-price meals, please contact the school office or Food Service Supervisor. The application forms must be filled in completely to ensure a speedy processing. **All families are now being asked to complete the form even if they may not qualify.** Schools are given appropriate credit for students on free/ reduced lunch.

If a child's account balance reaches zero, students in grades K-6 are allowed to charge up to 5 meals. If they reach the charge limit, they are then provided with a cheese sandwich and milk. Students in grades 6 who reach a zero balance may be provided with a cheese sandwich and milk also.

Breakfast is served from **8:50AM – 9:10AM**. When buses are late, students will be served upon arrival. Students who are walking or are being dropped off should arrive between 8:50 AM and 9:00AM to allow time for breakfast. **Please DO NOT DROP OFF your child before 8:45 AM. The school does not have supervision before 8:45 AM.** We really crave your understanding in this!

Lunch is served between 11:30 and 1:15 p.m. A schedule that lists the time each class eats lunch is available.

Lactose Free Milk is available upon request when the students go through the lunch line. The price for this type of milk is \$0.75.



Wellness Policy – Snacks, Treats & Celebrations

Saint Paul Public Schools Wellness Policy is designed to foster healthy eating habits for students. The board policy discourages celebrations. If students must celebrate their birthdays in school, we encourage parents/guardians to consider non-food treats like bookmarks, pencils, stickers, etc. If a food treat is provided, it **MUST** be commercially prepared and wrapped and small in size. Some individual classroom practices may differ depending on the special circumstance.

Snacks: Many teachers permit students to bring a morning or afternoon snacks to school. They may be eaten during designated break times, usually lasting about ten minutes.

Each classroom teacher will notify parents about his/her procedure. Please encourage your child to bring something nutritious for snack. We ask that you do not send pop to school unless it is for a special occasion.

CONFERENCES/ INFORMATION NIGHT

Conferences

Student success comes from parents/guardians and teachers working together. LNFI follows the district's Elementary Conference schedule for all students in grades K – 6. Student conferences are scheduled twice a year, November and March, and include 2 evenings and 1 day of conference times. These are merely the district scheduled conference times. If you feel that you need additional conference time, please call your child's teacher to arrange it.

This is a change from past practices and one that will hopefully assist families with students in both the elementary and secondary school programs, who may want to attend conferences at other schools. Again, parents and guardians should arrange conference times with the teachers.

Parent Information Night

During the month of September, LNFI staff will hold a Parent Information Night to help parents/guardians understand their child's school day and staff expectations. These evenings are designed for parents/guardians. They are an opportunity for staff and parents/guardians to discuss the activities in which their children do participate, such as homework requirements, upcoming projects, events, course curriculum, etc.

Parent Information Nights usually begin around 6:00 p.m. and last for approximately one hour.

Grades K-6: Thursday, Sept 30th



STUDENT CONDUCT/DISCIPLINE

Board Policy # 506.00 re: Discipline:

"It shall be the responsibility of each principal and staff to encourage and maintain an atmosphere of discipline and mutual respect... Staff members shall observe the procedural requirements of the district's elementary and secondary student behavior handbooks and the state and federal law when serving disruptive students. The current Student Behavior Handbook: Rights and Responsibilities shall govern student behavior and discipline in the elementary and secondary schools of the district."

The Board of Education Policies and the Rights and Responsibilities handbook will be the guideposts for dealing with disciplinary issues at LNFI. The philosophy is to create a positive learning environment through positive reinforcement of appropriate behavior. We therefore concentrate on teaching students to take responsibility for their learning and behavior in ways that are acceptable and

supportive of other learners. We believe that all students are capable of meeting the school's expectations. Teaching students how to solve problems and make wise behavioral choices are our major goals in promoting self-discipline. We will adopt a proactive approach to imposing consequences whenever necessary.

Although, we do not anticipate a large number of discipline problems at LNFI, there are issues that may arise from time to time. Problems are addressed initially by the classroom teacher and/or support staff, and administration becomes involved only if the behavior is severe, or if it becomes chronic, and cannot be solved effectively with the staff or classroom teacher of the student(s).

Suspensions/Dismissals

As stated, LNFI follows the Saint Paul Public School District Conduct Guide when a dismissal or suspension is necessary. A dismissal is removal from school for up to one day, and a suspension is removal from school for two or more days. Please note that decision to dismiss or suspend a student is made by the school's licensed administrator or designee. **When it becomes imperative to dismiss or suspend a student, the administrator does not have to seek permission from the student's parent/guardian before taking such an action.** However, every attempt would be made to notify the parent/guardian of the student who is being dismissed/suspended. Further, after a suspension, a parent/guardian conference with administration may be required before the child will be allowed to return to school in some cases. There is a zero tolerance for any type of illicit substance, gun or weapon possession, and we take any form of harassment (verbal or physical), hitting, kicking, poking, terroristic threats, or gang activity very seriously.

Lunchroom Conduct/Etiquette

Students are expected to follow general guidelines and school expectations during lunch. They are expected to respect all adults and follow their directions, including lunchroom expectations, which are posted in the lunchroom. A large percentage of incidents seem to happen in the lunchroom when students are confined in a crowded space with very little to do once they are done eating. In order to continue to maintain a safe, warm and conducive eating environment, the lunchroom supervisors and administration will adopt a proactive approach to student conduct management while they are in the cafeteria. The supervisors will be responsible for supervising students and maintaining a respectful and orderly environment. The same rules as for the classroom apply in the lunchroom. In addition, the supervisors will put some proactive measures in place, in order to encourage and remind students of the rules. A number of reward systems such as Friday movies, blue ticket, etc. will be put in place. In cases where students fail to follow directions, the school will use the "RED CARD" warning device to help students manage their behavior. This is in addition to the traffic light (without buzzer), lights off, "Give Me Five," etc. that are already in place.

Consequences for Lunchroom infraction:

Warning – Staff will talk to the student about appropriate behavior and incorporate positive practice.

1. 1st red card – Student will be given an assigned seat for one week
2. 2nd red card – assigned seating for two weeks
3. 3rd red card – assigned seating for four weeks
4. 4th red card – assigned seating for eight wks.
5. 5th red card – Dismissal
6. 6 or more red cards – Suspension, parent conference, contract. The classroom teacher will be notified, and will follow up with parents especially before or after the first red card is issued.

Conflict Resolution will be available and used when appropriate as a way of helping students to handle their differences before they result in a disciplinary action.

SEARCHES -

LNFI school principal or designee has the authority to conduct a search of a student or his/her property if there is knowledge or reason to believe that the student has an object that is illegal/prohibited or obtained through illegal means. The scope of the search may include a student's person and areas over which the student has control, including but not limited to the locker that is assigned to that student by the school. The searcher must have a reasonable suspicion to believe that under the circumstances, the student has concealed evidence of misconduct in areas under his/her control.

WEAPONS -

Any student who brings a weapon to school may face immediate suspension and possible expulsion. This includes pocket knives! **Play weapons are also not allowed.** Please make your child aware that under no circumstances should weapons be brought on the bus or school.

FIGHTING

Fighting is a **mutual physical conflict in which both parties contribute** to the situation by a verbal and/or physical action. This includes "play fighting," which frequently leads to real fighting. We all teach students that violence is not an acceptable way of dealing with anger and frustration. It is not okay to use physical violence when someone disagrees with us, teases us, takes something that belongs to us, or hits us first. If those things happen, students are encouraged to follow the conflict resolution steps.

Consequences for fighting include a dismissal or suspension, and all participants **face the same consequences** regardless of who instigated/started the fight!

ASSAULT

One area of student conduct that the school would be particularly strict about is assault. Assault is defined as "an act that intentionally inflicts or attempts to inflict bodily harm upon another." Students who physically assault another person may be suspended for up to 10 days, and in extreme cases, may be expelled or administratively transferred. The police will be involved in all assault cases.

Trespass Notice

Please note that the SPPS and its officers reserve the right to deny any person access to district buildings or property for just cause. Just cause may include but is not limited to threatening or disruptive behavior, improper or illegal behavior, or any activity by a person that materially and substantially interferes with district programs, classes, activities or other events. Upon determination by school district authorities that a person's behavior represents such, a trespass notice can be served on that person limiting access to district buildings and grounds for a specified period of time. If the person served the trespass notice fails to leave and stay away, police will be called, and trespass charges will be filed.

LNFI Dress Code

Positive attitudes and behavior are directly related to appropriate dress and good grooming. Appearance and dress are to be in good taste at all times. For health and safety reasons as well as community standards, proper

school dress will be enforced. Please keep in mind the following guidelines:

Hats and other head coverings may not be worn in the building except for specific purposes.

Jackets, shirts or jewelry depicting sexual sayings and figures, or shirts advertising any illegal substances are not allowed.

Shoes must be worn and secured at all times (for safety reasons).

Clothing reflecting gang affiliation is not tolerated.

No outerwear (jackets, windbreakers, etc.) may be worn in class.

Clothing should be appropriate for a school setting: tops must cover midriff; short shorts and short skirts must be at least mid thigh in length. Shirts/tops with “spaghetti straps” or halter necks are prohibited. Other habits of grooming that may cause distraction, such as wearing of lipsticks, nail polish, etc. are discouraged.

EMERGENCY RESPONSE/CLOSING

The Saint Paul Public School is working to prepare students and staff for emergencies. As we all are aware, there are many different situations involving safety, health or security, which may occur in our schools. Our goal is to prepare our staff and students to properly react to the various types of problems that may occur.

For instance, we are required to do 5 Fire Drills, five lockdown drills, and at least one Tornado Drill during the school year. It is necessary to have these drills in order to prepare the school community in case of a fire, severe weather hazard or in case there is an intruder inside or outside the building.

You will hear more about our preparation during the school year as your child brings home information or comments on some of the discussions that will be held at school.

In case of weather-related emergencies, the district will contact local television and radio stations to provide information to the general public. You will need to provide emergency information on the form that is sent home. Please complete them as accurately as possible and update the information as necessary. Our evacuation sites are Our Saviors Lutheran Church on 674 Johnson Parkway and Harding Senior High School on 154 E 6th Street. Either one of these locations will be where children will be in case of fire, utility emergency, or other evacuation causes. Since it is an emergency, please be advised that we may not have enough time to notify parents/guardians before the evacuation.

School Closing

In the event of severe weather or mechanical breakdown, the starting time may be delayed or the entire school system may be closed. Official announcements will be made over radio station WCCO (830AM), and most other local television and radio stations, between 6:00AM and 7:30 AM. **If there is no report, school is in session.**

OVERVIEW OF CORE CURRICULUM

Though taught in French, the curriculum is the same as for all other schools in the district. The curriculum for the Saint Paul Public Schools incorporates recommendations from the National Curriculum Organizations; Best Practice New Standards for Teaching and Learning in America’s Schools; Instructional research, and the State of Minnesota’s

Department of Education. In addition, LNFI joined the district's latest best practice initiative called the Project for Academic Excellence. This method is based on nine principles of Learning (Academic rigor, Accountable Talk, Clear Expectations, socializing Intelligence, Organizing for effort, Recognition of Accomplishment, Learning as Apprentice, Self Management of Learning, and Fair and Credible Evaluation) and instruction focuses on students constructing their own learning by way of Readers and Writers workshops. To support this framework, LNFI uses the MONDO Bookshop resource/assessment for reading.

Mathematics

The district's approved mathematics program is the Everyday Math 3rd Edition. The math program teaches students not only to find correct answers but also to understand a variety of ways to think about mathematics and to determine answers. Mathematics include exploring, investigating, reasoning logically, and communicating effectively. In addition, topics at each grade level include problem solving, estimation, patterns, number sense, geometry, statistics, probability, measurement and computation, using a variety of mathematical methods to solve problems with confidence.

Science

The elementary science program FOSS (Full Options Science System) emphasizes scientific thinking skills, the concept of scientific investigations and methods. Life, earth, and physical science concepts are also studied at each grade level using engaging and hands-on materials.

Reading

The reading program (Readers workshop) reflects a balanced approach to literacy instruction, which teaches a variety of word recognition and comprehension strategies. LNFI implements the Project for Academic Excellence (PAE), and the principles of learning through a rigorous

writing and language arts program. To find out more about this initiative, please ask your child's teacher. Note that not all teachers will participate in this project during the first few years of implementation.

Writing

Through the Writers Workshop, students are taught to use the writing process (pre-writing, writing, revising, editing, and publishing) to develop their ideas and communicate clearly for a variety of purposes. Using both creative and expository methods, writing is also used across the curriculum to explore ideas, share information, record and analyze scientific observations, respond to literature, and think imaginatively.

Social Studies

The social studies curriculum are taught from a multi cultural perspective, and include, but not limited to the following areas of focus:

Kindergarten – Friends and Family

1st grade – Families and Communities

2nd grade - **Early U.S. History:** encounter to roots of republic - people, symbols and documents, physical and man -made features

3rd grade - Global studies: Local to world including geography, economics and world history components

4th grade – U.S. History and Minnesota

5th grade - **World and U.S History:** Prehistoric through the American Revolution (1800) - roots of the republic, U.S. flag, pledge and historical maps (note the difference in scope with the 2nd grade standards)!

6th grade - **U.S. Government Rights and Responsibilities:** Service Learning components!

In addition to the above, the school also offers an art, health, and physical education curricula.

Enrichment Opportunities

LNFI provides many opportunities for students, such as instrumental music, arts adventure, Destination ImagiNation, etc. Band and instrumental music lessons are taught to students in grades K – 6 who choose to take them. Classroom teachers provide extensions/differentiated approach to the curriculum in each of the subject areas. Our media center has a variety of materials at different levels, and in both French and English languages.

Gifted and Talented Services

Students from LNFI come with a variety of strengths and talents. Enrichment opportunities are provided for by the classroom teachers to a larger extent. However, students who have been identified to have exceptional academic ability via the Naglieri Non verbal Ability Test II (NNAT) will be given the opportunity to participate in additional specialized and challenging activities, sometimes in separate sessions, by our Enrichment/Gifted Services Coordinator and/or the Gifted Services Specialist. Please refer to the special brochure on Enrichment/Gifted Services for additional information.

Science Fair:

Participation in Science Fair is highly encouraged for students in grades 3 through 6. LNFI students will work with their teachers and the science specialist to provide opportunity to display their scientific research in French/English and possibly work with a parent volunteer to participate in regional and national competitions.

Destination ImagiNation (formally known as *Odyssey of the Mind*):

Students will work with staff and parent leaders from January through March, to creatively solve a complex problem and present their solution in a regional competition that is held in March. If you would like to help coach and prepare our students for this competition, please contact our Enrichment/Gifted Services coordinator as soon as possible.

Debate Team

Debate should be an integral part of the immersion program. It not only improves students' fluency and audibility, it also helps students to expand their research and analysis skills while building their self esteem. Students from the 4th – 6th grades will participate in debate with peers and possibly other students from another French Immersion school.

Tutoring/Extended Day Program

The school is working on a before or after school tutoring session in French. There is also an after school Extended Day Program in both French and English for students who need additional help. Transportation is provided for the after school program. If you feel that your child needs assistance, please contact his/her classroom teacher to find out what is available.

Instrumental Music Program

LNFI offers a variety of instrumental music programs: Suzuki Violin, Cello, and Orchestra. Interested students are assigned instruments after meeting with the Instrumental Music Teacher. Parents/guardians may rent or purchase instruments for their child from area music stores. If

interested, please contact Dr. Barbara Lamb at the school for more information about the program.

HOMEWORK

Homework is a necessary and integral part of the learning process in the Saint Paul Public Schools, therefore, it is expected that every student in LNFI will receive and complete regular homework assignments. Individual teams/teachers will include their specific homework policy in the First Day Packet that goes home.

For your information however, the following is the Board of Education's suggested time allocations for homework assignments:

Kindergarten	15 minutes per day
Grades 1 – 3	30 minutes per day
Grades 4 – 6	45 minutes per day

Policy # 612 – Minnesota Statute 1990K section 126.666 sub.div 1

Teachers are responsible for implementing the homework policy in their respective classrooms. Homework, usually in English, may be assigned as preparation, practice, extension, etc. of the lesson and/or learning process. Although the frequency and amount of homework should also reflect the learning level and individual needs of the student, it is advisable to follow the suggested time allocations.

Student Recognition

The school's "Débrouillard Principal Award" is built upon the core values of the school by celebrating students who demonstrate the values of *fierté* (pride), *ouverture d'esprit* (open-mindedness), *responsabilité* (responsibility), *compassion* (compassion) *et* (and) *respect* (FORCE). Through participation in a variety of school events, students are given the opportunity to develop and increase their skills in being a positive member of the LNFI community as well as the larger society.

The school also recognizes and rewards good work and effort by students throughout the year. There is however an all school recognition ceremony that is held at the end of the school year to recognize students who have participated in outside and school-wide events/competitions, school patrol, science fair, etc. Students who have attended school at least 99% of the time during the school year are also publicly recognized.

Movies/Videos/CDs...

It is not uncommon for teachers to show movies, videos, etc. to students on a variety of related topics, as part of the educational activity and/or for the enrichment/extension of the curriculum. Please note that permission is not needed from parents before a movie/video that is rated "G" or general is shown to students. Additional permission is also not needed when showing a class movie/video rated "PG" or Parental Guidance, because the teacher is acting as the adult guide in this case. However, additional written permission from parent/guardian is required before a student will be allowed to see a movie/video that is rated "PG 13" for any student that is thirteen or under. It is however, advisable to seek parental permission before showing any "G" or "PG" movie/video with religious undertones, or some form of nudity. Needless to say, showing movies/videos that are rated "R" or

restricted are prohibited in school. It is equally advisable to advise your child's teacher in writing if there are any types or genre of movies that you would absolutely not like your child to watch. Following these simple steps would help the school and parents to provide the best possible educational and enrichment experiences for students.

Special Education & Support Services

Special education programs and support services such as counseling are available to students who qualify in the areas of learning disabilities, speech and language, adaptive physical education, occupational therapy, and emotional/behavioral disorders.

State law provides specific guidelines for the administration of these programs, as well as specific eligibility criteria, which a student must meet. Evaluation of a student for admission into any of these programs is a very complex process requiring professional study and testing. Students are usually referred for assessment by their classroom teacher, once it is determined that the student has significant difficulties with some aspects of the educational/social processes. However, parents may request this testing for their child. To gain access to special education programs and support services, children must first be evaluated by a Child Study Team. Prior to requesting permission for assessment, appropriate interventions within the mainstream classroom must take place.

Health Services and Medication

LNFI has very limited nursing service, so adherence to the following policy regarding illness is very important.

Illness

If your child has signs of illness at the beginning of the school day, check his/her temperature. Please keep your child home if it is **100 degrees** Fahrenheit or greater. If s/he comes to school with a temperature greater than 100 degrees, if the child is vomiting, has diarrhea, or has live head lice, we will send him/her home. The child should not return to school until the temperature is below 100 degrees for 24 hours. If a child has diarrhea or vomiting, s/he should not return to school until 24 hours after it has stopped. Sending sick children to school is difficult for them and can expose others to contagious illnesses. When a child has a communicable disease, the school nurse must be notified so that the parents of classmates can be informed. When a child is on an antibiotic, s/he must remain at home for a full 24 hours before s/he is considered non-contagious.

Medication Policy

The Saint Paul Public School District policy is that all medication taken by a student at school must be under direct adult supervision. Before the school nurse or designee may administer medication of any kind to a student, a permission form signed by a physician is required and the parent/guardian must also provide written consent. All medications must be brought in a bottle currently labeled by a physician or pharmacy.

Consent forms are available from the health office and must be renewed each school year or each time a medication changes during the school year. A parent/guardian may come to school and administer medication to his/her child without a consent form.

Over the counter medication (including Tylenol and aspirin to be given for two weeks or less) sent in the original

container, must be accompanied by a note from the parent and a doctor's prescription.

Head Lice

During the school year, cases of head lice may be discovered. The best prevention is for parents/guardians to check their child's head for nits, which are small, creamy-tan colored eggs attached firmly to individual hair. Nits are found particularly behind ears and at the back of the head. Please notify the health office if you discover head lice on your child. If a case of head lice is discovered in the classroom, parents of **ALL** students in the classroom are notified.

Immunizations

State law requires that each student be completely immunized against eight diseases in order to be enrolled in a Minnesota school. The following are immunization requirements. Students who do not meet the requirements may be excluded from school by the Board of Education.

Students under seven years of age:

Measles, Mumps, and Rubella vaccine given after age of one year.

Five doses of DPT vaccine, unless the fourth dose was given after the child's fourth birthday, then four doses are minimum.

Four doses of Polio vaccine, unless the third dose was given after the child's fourth birthday, then three doses are minimum.

Hepatitis B shots, (a series of three shots).

Students seven years or older:

Measles, Mumps, and Rubella vaccine given after 12 months.

Three doses of both Td (DPT/DT) and polio vaccine.

Students going to junior high/middle school:

A booster Td and second dose of MMR is required by law.

Emergency Contact

If a child needs to go home during the school day due to illness or injury, the school would need to reach parents. To facilitate this process, it is imperative that adequate phone numbers are provided when the emergency form is completed. If a parent cannot be reached for any reason, the contact listed on the file will be contacted. Please make sure that the person that you are listing could be given your child's health and/or conduct information. **It is very important to keep the emergency information current.** Please notify the school of any changes.

LNFI Advisory Team ~ Site Council

The Site Council is an advisory council to the principal. It is responsible for working with administration, staff, parents, students, and the community to help make decisions and recommendations regarding school policies, operations, and management. The goal of the Site Council is to help increase student achievement through its efforts in developing and implementing LNFI's School Comprehensive Improvement Plan (SCIP). The council consists of 14 members (six staff and one alternate) and 6 parents/community members (and one alternate). The principal is an ex-officio member, and final decision maker.

Officers, Committees and members will be listed in the new LNFI directory. Site Council meetings will be held on the first **Tuesday of the month**, (except on election nights and SCIP review periods) between 6 PM and 7:30 PM unless

announced otherwise. Committee meetings will be posted. See the school calendar for exact dates. All meetings are open to the LNFI Community.

Parent/Teacher Organization (PTO)

All parents/guardians, teachers and staff are members of this organization. The purpose of the Association is to support the members of the LNFI community through organization, volunteer work and fund-raising. Scheduled meetings are held on the **second Thursday of the month**, unless otherwise notified. Committee meetings will be posted on the Web Site. Officers and Committees will be listed in the LNFI Directory.

LNFI Monthly Newsletter – Quoi de neuf?

This is LNFI's monthly newsletter. "Quoi de Neuf" (What's new?) is sponsored by the PTO and is prepared by parent volunteers working together with school staff. Check your monthly edition of the *Quoi de Neuf* for the Principal's Corner, announcements, upcoming events, a summary of students' activities, etc. Watch out for the deadline for submitting materials to be published!

Grant Writing/Community Partnership Committee

This is a subcommittee of the PTO, with the goal of finding additional funds to supplement the school's very meager budget, and more importantly, to help support programs that are already in place, as well as creating more innovative and enrichment opportunities for students. It

also seeks to expand opportunities for partnership with surrounding communities and businesses. Staff, parent and community volunteers are welcome!

Staff Directory

Staff Directory

Principal: **Fatima Lawson**----Room 1004 Ext.# 1004

Secretary: **Kristine Blomgren**----Room 1001 Ext.# 1001

School Nurse: **Jane Cicchese**----Room 1205 Ext.# 1206

School Social Worker: **Eve Toomey** –Room/Ext 1311

Speech Pathologist: **Ana Badeau**--- Room/Ext 1309

Learning Disability **Jennifer Geisinger**— Room/Ext 1309

School Psychologist: **Aline Petzold**—Room/Ext 1309/1311

ELL: **Christi Schmitt**-----Room/Ext 1113

Occupational Therapist:**Nikki Gordon**-Room/Ext 1311 Adapted Physical Education Staff: **TBA**

Nutritional Svcs. Suvr:**Mary Jo Lindhal**- Room/Ext 1222

Lead Engineer: Al Lopez-----
 Room/Ext.1316
Computer/Tech coord: _____ --Room 1116
 Ext1117
Inst. Media/Tech Asst: Marguerite Dowdy
 Room/Ext.1116
Office Teaching Asst: Julie Xiong-----
 Room/Ext. 1000
Health Liaison: Pending----Room/Ext. 1206
Classrm Tchg Asst: Salah Boulackbeche—
 Room/Ext. 1110
 Classrm Tchg Asst: **TBA** ---Room/Ext. 1114
Enrichment/GT Coordinator: Elizabeth
Harrington Room/Ext. 1109
Special Ed Asst: Lynn Wolsted Room/Ext.
 1107
ELL EA: Mary Kay Kersting Room/Ext. 1113

First Grade:
 Melissa Taleb Room 1110 1110
 Hannah Geimer Room 1115 1115
 Mary Rddad Room 1114 1114
 Hortense Yomba Room 1111 1111

Second Grade:
 Maren Smith Room 2110 2110
 Crystel Klein Room 2111 2111
 Alexis Baloji Room 2112 2112
 Florence Dubaille Room 2109 2109

Third Grade:
 Megan McMahon Room 2113 2113
 Linus Beni Room 2115 2115
 Anna Przybylski Room 2114 2114

Fourth Grade:
 Marie Papillon Room 2117 2217
 Nick Gasho Room 2118 2118
 Galina Solakhava Room 2119 2119

Fifth Grade:
 Lequyen Tran Room 2102 2102
TBA _____ Room 2103 2103

SIXTH Grade:
 Audrey Gagnaire Room 2301 2301
 Laurence Brodeur Room 2303 2303

Science:
 Henriette Ngo-Bissoy Room 3301 3301

Staff Directory by Grade Level/Specialization

Kindergarten: ext. #	Room #	Phone
Kathleen Reagan	Room 1102	1102
Patricia Stephenson	Room 1317	1317
Laura Handley	Room 1318	1318
Io Harberts	Room 1104	1104

English/Language Arts: ext. #	Room #	Phone
May Nhia Ly	Room 2307	2307
Gifted Services Specialist:		
May Nhia Ly	Room 2307	
Physical Education:		
Mollie O'Connor	Room 1225	1225
Vocal/Band/Orchestra:		
Dr. Barbara Lamb	Room 1303	1303
Technology		
Jennifer Lacey	Room 3303	3303
World Cultures		
Karen Nicole Anderson	Room 2104	

9/7-10	Kindergarten Prep Day
9/13	1st Day for Kindergarten ☺!
9/09	PTO business mtg. 6 – 7:30
9/14	Site Council 6:00 – 7:30 PM
9/15	Staff meeting – 7:30 AM
9/24	All School Assembly 2:30 PM to 3:00 PM
9/27 -10/15	NWEA MAP Testing
9/27 – 30	6 th grades to Widjiwagan (?)
9/29	Staff meeting – 7:30 AM
9/30	Parent Information Night 6:00 – 7:00

OCTOBER

10/1	Early Release Day (Dismissal at 1:45 PM)
10/04 – 10/8	BULLYING PREVENTION WK
10/7	PTO meeting 6 – 7:30 PM
10/12	Site Council 6:00 – 7:30 PM
10/19	Picture Day
10/13	Staff meeting – 7:30
10/20	Conf. Prep Day – No school
10/21-22	State Teachers' Meetings (No school)
10/27	Staff meeting 7:30 AM
10/29	Carnaval des Citrouilles 5 – 8 P (subject to change)

NOVEMBER

11/1-5	National French Week
11/2	Election Day
11/05	Early Release Day (Dismissal at 1:45 PM)
11/10	Staff meeting – 7:30 AM
11/08	Evening conferences 4:00 – 7:00 PM
11/11	Evening conferences 4:00 – 7:00 PM
11/12	Elementary Conferences 8 – 2 PM – No School
11/15 – 17	Lac du bois experiential language Camp
11/18	Picture Re-take Day
11/18	PTO meeting 6 – 7:30
11/24	Staff meeting 7:30 AM
11/25 – 26	No school – Thanksgiving

DECEMBER

12/1 – 8	Naglieri Nonverbal Ability Test (NNAT) GT Test
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2009/2010 School Calendar

AUGUST

8/30 – 9/03 Opening week

SEPTEMBER

9/2 - Open House/reception 6PM – 8 PM
9/7 Students' 1st Day ☺ (grades 1 – 6)

12/04 **Early Release Day (Dismissal at 1:45 PM)**
 12/08 Staff meeting – 7:30 AM
 12/9 PTO meeting – 6 – 7:30
 12/14 Site Council meeting – 6 – 7:30 PM
 12/16 Band Concert 11: AM (?)
 12/20–01/01 **Winter Break! No School**

JANUARY

1/4 School resumes
 1/12 Staff meeting 7:30 AM
 1/13 PTO meeting – 6 – 7:30 PM
 1/17 **No school** – Martin Luther King Day
 1/21 End of 1st semester/All-school Assembly
 1/24 Second semester begins
 1/26 Staff Meeting – 6 – 7:30 PM
 1/31 Professional Day – **No School**

FEBRUARY

2/1 – 28 Lire-a-Thon ~Read-a-Thon
 2/7 National Afri-American Parent Invol. Day(**NAAPID**)
 2/9 Staff meeting – 7:30 AM
 2/10 PTO meeting- 6 – 7:30
 2/16 Site Council 6 – 7:30 PM
 2/17 Prospective Family Showcase 6 – 7 PM
 2/21 **No school** – Presidents' Day
 2/22-26 **5th Grade environ trip to Deep Portage(?)**
 2/23 Staff meeting – 7:30 AM

MARCH

3/7-21 Test of Emerging Academic English (TEAE) math & English
 3/4 Magnet/City-wide appl. Deadline
 3/4 Conference Prep Day – **No school**
 3/9 Staff Meeting – 7:30 AM
 3/10 PTO meeting 6 – 7:30
 3/24 Staff Meeting – 7:30 AM
 3/14 Evening conferences – 4:00 – 7:00 PM
 3/17 Evening conferences – 4:00 – 8:00 PM
 3/17 Grandparents/Significant Family Members Day (?)
 3/18 **No school** Day conferences 8:00 – 2:00 PM
 3/18 End of 3rd quarter
 3/21-3/25 **No school - Spring Break!**

3/30 Staff meeting 7:30 AM

APRIL

4/6 Spring pictures
 4/8 **Early Release Day (Dismissal at 1:45 PM)**
 4/12 Site Council 6 – 7:30 PM
 4/13 Staff meeting 7:30 AM
 4/14 PTO meeting – 6 – 7:30 PM
 4/11 – 5/2 MTELL (?)
 4/12 MCAII Reading – grds. 3 – 6 segments 1&2
 4/13 MCAII Reading grds. 3 – 6 segments 3&4
 4/19 MCAII math grds. 3 – 6 segments 1&2
 4/20 MCAII math grds. 3 – 6 segments 3&4
 4/23 Silent Auction (?)
 4/25-5/20 MCAII science grd 5
 4/22 Professional Day – **No School**
 4/27 Staff Meeting 7:30 AM

MAY

5/2-6 Staff/teacher Appreciation week
 5/3 Site Council 6 – 7:30 PM
 5/3 Panoramic Pictures (playground)
 5/11 Staff meeting – 7:30 AM
 5/12 New Student Orientation 6:00 PM
 5/13 PTO meeting 6 PM – 7:30 PM
 5/19 Spring Band concert (?)
 5/20 Science fair
 5/24 Sch. Bd. of Education Awards celebration (?)
 5/25 Staff meeting – 7:30 AM
 5/30 **No school** – Memorial Day

JUNE

6/10 LNFI Field Day
 6/11 School Picnic/Intern Farewell (?)
 6/9 Variety Show
 6/10 6th grade Recognition
 6/14 Last day for students/All sch. assembly/Awards
 6/15 Last day for teachers
 6/---- PTO meeting (TBD)

FRENCH RESOURCES FOR PARENTS

Books and Magazines

**The Wild Rumpus, 2720 W., 43rd St,
Minneapolis 612-920-5005**

Children's bookstore in Linden Hills. Good selection of fiction, non-fiction and dictionaries, some books on tape.

**The Red Balloon, 891 Grand Ave., St. Paul
651-224-8320**

Children's bookstore in Crocus Hill. Foreign language books & tapes in basement. Will take special orders.

**Bayard Press Jeune, Marie-Caroline Russell,
9709 Sotweed Drive, Potomac, MD 20854
301-299-5920 Fax 301-983-8917**

Magazine subscriptions such as Babar and Les Belles histories (illustrated stories) ages 7-10; J'aime lire (I like to Read) and Astrapi (science, nature, health, history) ages 8-12; Les débrouillards (science, technology, nature) ages 9-14.

**Ciel Info, National Museum of Science and
Technology, P.O. Box 9724, Ottawa, ON, K1G
5A3, Canada 800-267-3999; Fax 613-900-
3635,**

Astronomy magazines, ages 11 and up.

**Les Éditions Héritage, Inc., 25, Blvd
Taschereau, bureau 201, Greenfield Park,
QC, J4V 3P1, Canada 514-875-4444; Fax
514-923-0864**

Science and nature magazines Coulicou (ages 8-14)

Mary Sonowski, 800-437-7161

Publishers' representative for Canadian and French companies provides catalogs of non-fiction and fiction books; will recommend books appropriate to age and reading ability.

Music, Videos, and Computer Software

**Service Franco-Video, P.O. Box 56313,
Miami, FL 33256-5313 800-8325-3869**

Catalog of videos and software available on request.

**Version Française, 4822 St. Elmo Ave.,
Bethesda, MD 20814 800-835-7537,**

www.francvision.com

Music for children; video sales and rental.

Miscellaneous

**Alliance Française, 113 N. 1st St.,
Minneapolis 612-322-0436**

One-week summer day camps for ages 4-12; information usually available in March.

**Concordia College Language Villages, 901 S.
St., Moorhead, MN 56562 800-247-1044,**

www.cord.edu/dept/clv/

One and two week summer camp sessions in French locations in northern Minnesota for ages 7-18; financial aid available.

**TV5: La télévision internationale, 888-902-
5322; www.tv5.org**

Television and radio programming from French-speaking countries around the world; available 24 hours a day with satellite dish.

For Parents/Teachers

**Learning Resources Distributing Center,
Production Division, Barrhead, Alberta, T7N
1PA Canada 403-427-5775; Fax 403-433-
9750**

Yes, you can help! Information and Inspiration for French Immersion Parents, a publication written by French Immersion parents in Canada

**American Council on Immersion Education,
UTEC. Suite 11, 1313 Fifth St. S.E.,
Minneapolis 55414 612-627-1870**

For Teachers, Administrators, and parents.
Annual membership with newsletter is \$25.

**National Network for Early Language
Learning, www.educ.iastate.edu/nell/default.htm**
Representative: Kathy Olson-Studler, 1450
Fairmount, St. Paul 651-698-0262; Fax 651-
228-1112 koloson@goodrich.spa.edu

Web Sites

**American Association of Teachers of French
(AATF)/ Discover French Culture on the World
Wide Web:**
<http://www.aatf.utsa.edu/surfing.htm>
Eclectic list of links to French sites on the web.

Canadian Parents for French:
<http://www.cpf.ca/resources.html>
Links to sites of kids and adults ; books to order.

Center for Applied Linguistics (CAL):
<http://www.cal.org/>
Topic era on immersion education; link to
CARLA.

**Educational Resources Information Center
(ERIC) <http://www.accesseric.org:81/>**
Information, Links, and Resources from the
National Library of Education.

**French : The Most Practical Foreign
Language:**
<http://www.majbill.vt.edu/fil/fren/whyfrench.html>
Statement of support for learning French.

Immersion Language Teaching Bibliography:
<http://www.carla.acad.umn.edu/immersion-bibaf.html>
Excellent resource for educators and parents.

Journal des enfants:
<http://www.jde.fr/>

Linguistic Resources on the Internet:
<http://www.gamma.sil.org/linguistics>

**Premiers pas sur l'internet or , L'Internet pour
enfants (The Internet for Children):**
<http://www.utm.edu/departments/french/french/.html>

U.S. Department of Education:
[http:// www.ed.gov](http://www.ed.gov)

**Language Immersion in the Americas
Discussion List service:**

Subscribe by sending email message containing
[your first name] [your last name] to lima@tc.umn.edu



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*Ensemble, tout le monde réussit
mieux !*

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